

# ***SC DEPARTMENT OF CORRECTIONS***

## ***-JOB POSTING NOTICE (EOE)-***

OPENING DATE: 08/18/16

CLOSING DATE: 08/25/16 (4:30 PM)

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SCDC INTERNAL TITLE: CPT II

SCDC POSITION #: 012289

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: D2 WORK TIME: 0700 PM - 0700 AM

LOCATION: WALDEN CORRECTIONAL INSTITUTION, COLUMBIA (RICHLAND) LEVEL 1

STATE JOB TITLE: CORRECTIONAL OFFICER IV

STATE JOB CLASS: JD50

PAY BAND/LEVEL: 06 A

BAND: 06 SALARY RANGE \$ 039960 - \$ 073935 SPECIAL INCENTIVE: NO

HIRING SALARY RANGE: \$ 039960 - \$ 051623 SCEIS POSITION #: 61019738

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### MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND SUPERVISORY EXPERIENCE IN

CORRECTIONAL, SECURITY OR POLICE WORK.

HIGH SCHOOL DIPLOMA AND FOUR (4) YEARS OF CORRECTIONAL, SECURITY

OR POLICE WORK, TO INCLUDE ONE (1) YEAR OF CORRECTIONAL SUPERVISORY

EXPERIENCE.

### DESCRIPTION OF DUTIES:

SCHEDULES, DIRECTS, AND MANAGES THE EMPLOYMENT AND DUTY ACTIVITIES OF

A SECURITY SHIFT. SUPERVISES, INSPECTS AND ENSURES PROPER PERIMETER

AND INTERNAL SECURITY AND CONTROL MEASURES ARE IN EFFECT AND ENFORCED.

PREPARES, SUBMITS, AND MONITORS REPORTS REQUIRED BY POLICY AND THE

CHAIN OF COMMAND. DIRECTS AND REDIRECTS SECURITY RESOURCE FOR OPTIMUM

SECURITY AND SAFETY. ENSURES THAT INSTITUTIONAL BUILDINGS AND STATE

PROPERTY ARE PROPERLY SECURED. TRAINS, DEVELOPS, INSTRUCTS, EVALUATES

AND COUNSELS SUBORDINATES TO ENSURE DUTY PERFORMANCE IS IN ACCORDANCE

WITH STATE LAWS AND AGENCY POLICIES. ENSURES THE PROPER CONTROL, USE,

AND ISSUE OF WEAPONS, KEYS, SECURITY DEVICES AND AGENCY EQUIPMENT.

INSPECTS ALL POSTS WHERE SHIFT EMPLOYEES ARE DEPLOYED. INTERVIEWS AND

COUNSELS INMATES AS NECESSARY TO ENSURE MAXIMUM SECURITY. SUPV CONTROL

ROOM AND OPERATIONS ENSURING ACCURACY OF INMATE RELEASES, TRANSFERS AND

COUNTS. SERVES AS BACK-UP DHO MONITORS INMATE DRUG TESTING. ACTS AS

SCDCTA LIAISON; OVERSEES KEY CONTROL, CONTRABAND & VISITATION.